# Reopening a Subsidized Guardianship Agreement Ended in Error

**Note:** Assignment to the case is needed in order to reopen an SG Agreement.

#### Introduction

Subsidized Guardianship can be reopened when eligibility has been terminated in error and the agreement and service have been closed by eWiSACWIS overnight processing. The reopen function opens with the same information, including the date of agreement. No information is changed in this process.

It is important to note that reopening a Subsidized Guardianship Agreement and related service **will NOT** open an associated SG Amended Agreement. See the Continuing SG Amendments on Reopened Subsidized Guardianship Agreements of this guide for more details.

#### **Related Quick Reference Guides**

Subsidized Guardianship Amended Agreement Subsidized Guardianship Continued Eligibility and Related Notices & Decisions Subsidized Guardianship Initial Determination & Case Creation

#### Making the Subsidized Guardianship Termination as 'Made in Error'

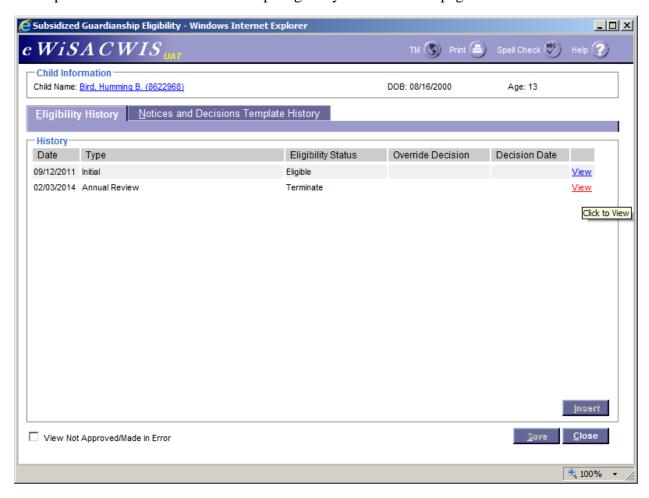
In order to reopen a Subsidized Guardianship Agreement, the eligibility determination of 'Terminate' must first be 'Made in Error'.

1. Locate the child's Subsidized Guardianship Eligibility on the case outliner. Click the hyperlink to open the Subsidized Guardianship Eligibility page.

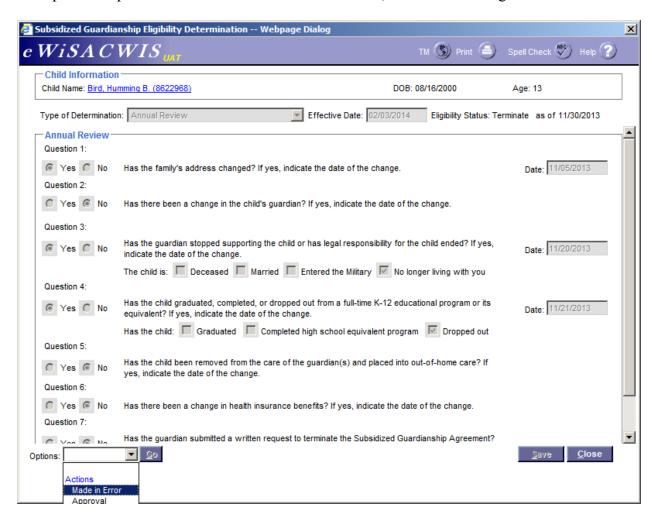


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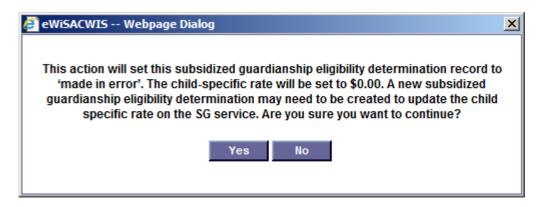
2. On the Subsidized Guardianship Eligibility page, click <u>View</u> on the Eligibility Status row that's status is 'Terminate'. This should be the most recent status listed on the Eligibility History tab. This opens the Subsidized Guardianship Eligibility Determination page.



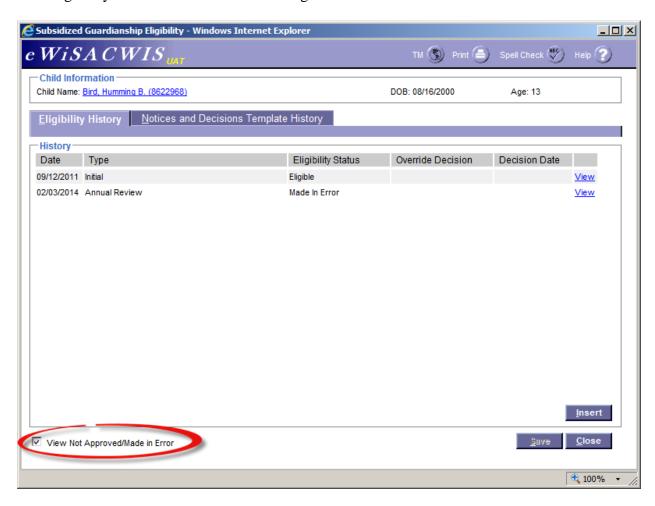
3. On the Subsidized Guardianship Eligibility Determination page, select 'Made in Error' from the Options drop-down and click Go. Once Go is clicked, the status is changed to 'Made in Error'.



4. If Eligibility Status change affects payment, the following message will appear as a reminder to create a new Eligibility Determination. Click Yes to continue.



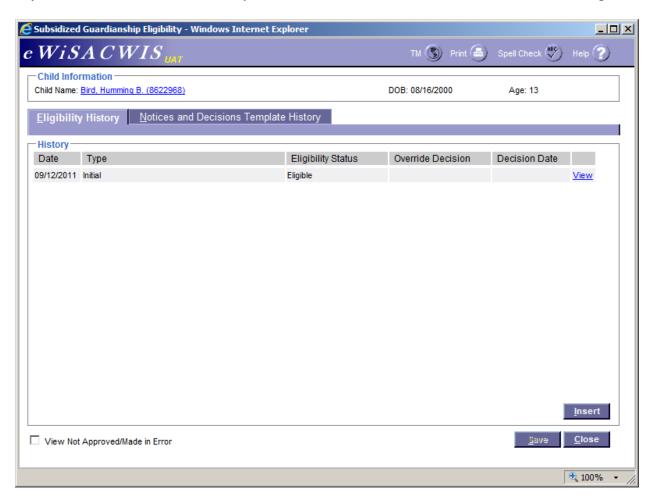
- 5. Click Close on the Eligibility Determination page to return to the Subsidized Guardianship Eligibility page.
- 6. The Eligibility Status of 'Terminate' is changed to 'Made in Error'.



**Note:** To view the status that was Made in Error, select the View Not Approved/Made in Error checkbox.

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7. In order to reopen an agreement, the most recent approved status must be 'Eligible' or 'Continue Payment'. A new determination may need to be entered. Click Close to return to the desktop.

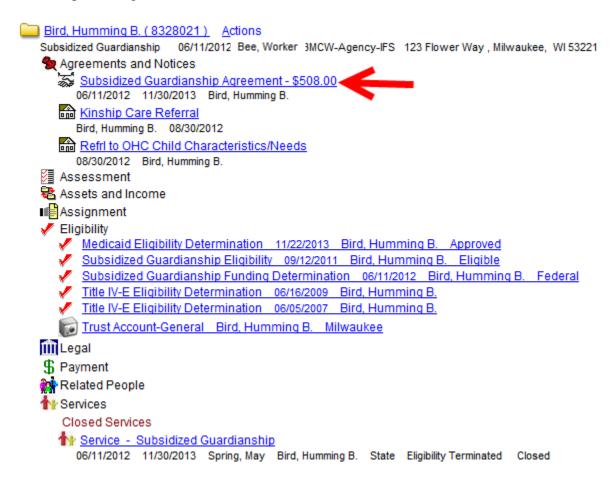


8. After the desktop is refreshed, the Subsidized Guardianship Eligibility status of the outliner should be 'Eligible' or 'Continue Payment'.

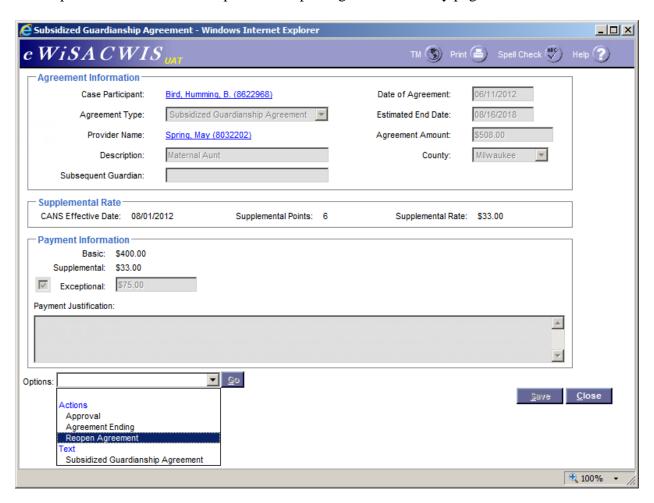


### Reopening the Subsidized Guardianship Agreement and Service

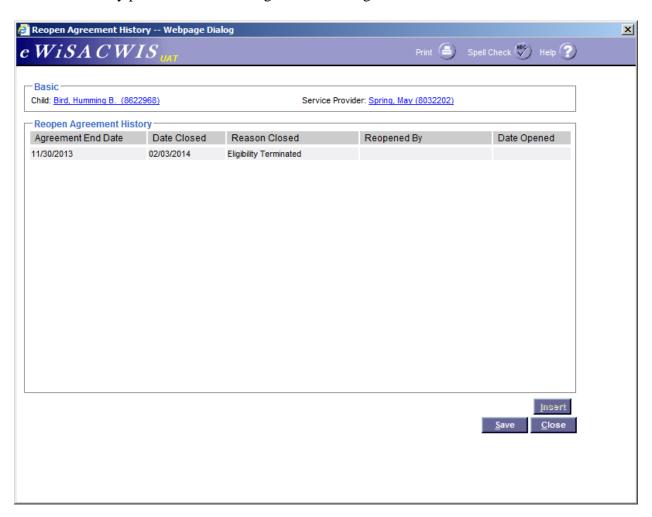
1. Locate the closed Subsidized Guardianship Agreement on the case outliner. Click the hyperlink to open the agreement.



2. On the Subsidized Guardianship Agreement page, select 'Reopen Agreement' from the Options drop-down and click Go to open the Reopen Agreement History page.



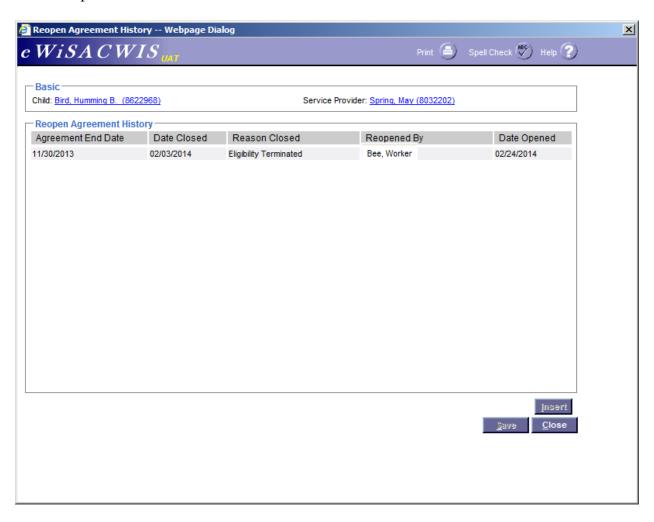
3. The Reopen Agreement History page displays any previous reopening of the agreement. Click Insert to add a new row. The Agreement End Date, Date Closed, and Reason Closed automatically prefill from the last agreement ending. Click Save.



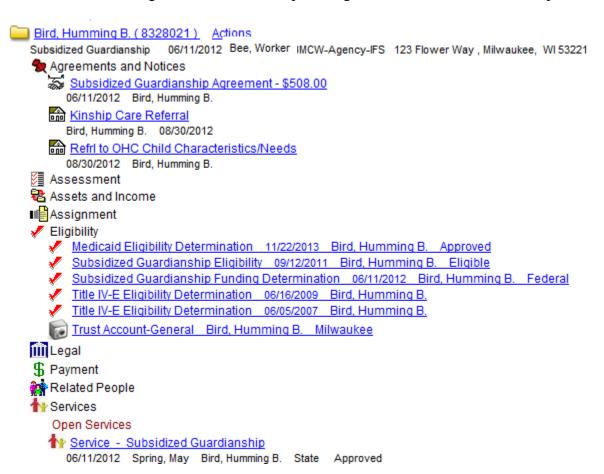
4. The following message displays. Clicking Yes reopens the Agreement & Service, closes the message, and returns to the Reopen Agreement History page.



5. On the Reopen Agreement History page, the name of the worker reopening the agreement prefills under Reopened By and today's date under Date Opened. Click Close to return to the desktop.



6. To view the changes, refresh the desktop. The agreement and service are now open.



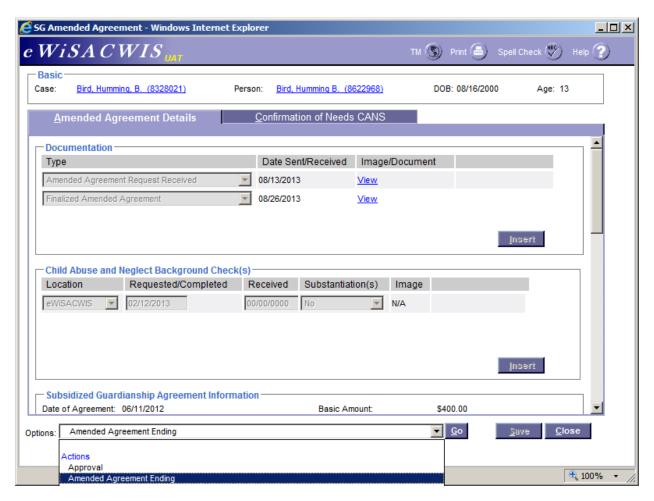
## Continuing SG Amendments on Reopened Subsidized Guardianship Agreements

Reopening a Subsidized Guardianship Agreement and related service **will not** reopen an associated SG Amended Agreement. To continue the amendment after reopening the agreement and service, the SG Amendment Agreement ending reason must be overridden and Subsidized Amendment Agreement recreated.

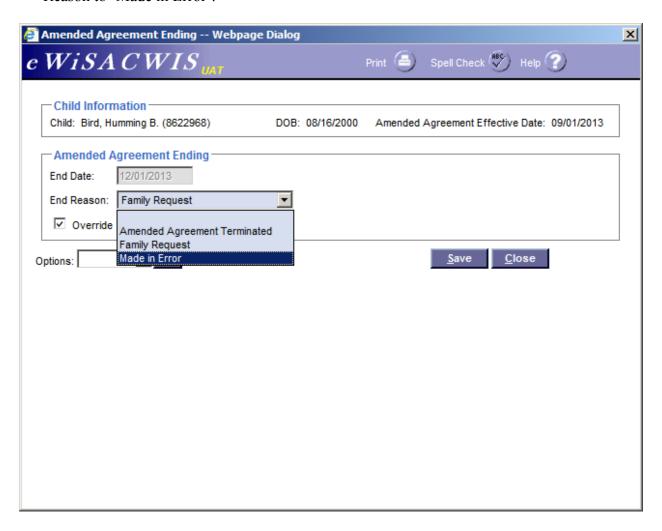
1. Locate the SG Amended Agreement associated to the reopened Subsidized Guardianship Agreement on the case outliner. Click the hyperlink to open the Amended Agreement.



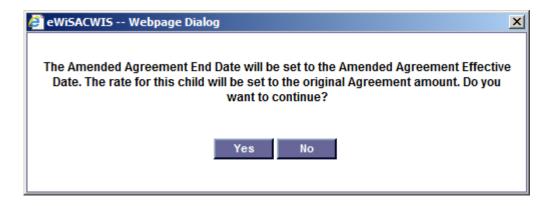
2. On the Amended Agreement, select 'Amended Agreement Ending' from the Options drop-down and Click Go to open the Amended Agreement Ending pop-up page.



3. On the Amended Agreement Ending pop-up page, select the Override checkbox. Change the End Reason to 'Made in Error'.



4. The following message appears. Click Yes to continue and close the message.



- 5. On the Amended Agreement Ending pop-up page, select 'Approval' from the options-drop and send for approval.
- 6. Once the 'Made in Error' Amended Agreement Ending is approved, recreate the Amended Agreement. It is important that all the same information is entered, especially the Date of Agreement.

See the Subsidized Guardianship Amended Agreement quick reference guide for more information.